evelopmen (194 6) Department.

Ms. SERIES.

.U. No.	3443
Dated	the 10th September 1946.

[Despatch Abstract.]

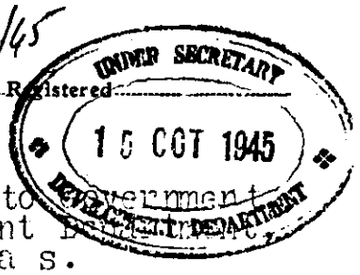
Establishment - Industries - Officer of the Sericultural Expert, Kollegal - Additional staff - sacntioned.

C.F. 28.

-3455D/45

Industries and commerce Department

Received ..... Registered .....



From (Name) A. Khaleeli Esq., I.C.S.,

Designation Director of Industries & Commerce, Chepauk, Madras.
Station

To

The Secretary to Government,
Development Department,
M a d r a s.

Enclosures:

No. 6529-D3/45. dated 12th Oct. 1945.

Sir,

Sub:--Establishment--Industries--Office of the Sericultural Expert, Kollegal--Additional Staff--sanction--Requesting.

---o---

Prior to 1942--43 the Sericultural Expert had only a small office. Since then four Assistant Sericultural Experts have been appointed, one incharge of silkworm seed productions in Kollegal, the second incharge of control and markets, the third incharge of the Hosur seed farm and fourth was appointed recently for mulberry research. The first three have their separate offices with necessary ministerial staff. The ~~Government~~ Chief manufacturing section at Palmaner and the Farm Superintendent Coonoor have an accountant and a clerk respectively attached to them. The five Govt. cocoon markets in Kollegal Taluk, the three sub-grainages at Kurubathur, Kamakarai and Hosur in the same taluk and the combined silk Farm and Grainage at Berikai have each a lower division clerk.

In 1944 Govt. sanctioned the employment of the following staff in the Sericultural Expert's office, temporarily to cope with the increase of work in that office:--

One Manager on Rs. 100--150
One Accountant on Rs. 70--100
One typist on Rs. 30--55
A shorthand allowance of Rs. 25 was also sanctioned.

But a permanent post of lower division clerk in that office was abolished.

2. As a result of the several development schemes sanctioned during the last two years, the volume of work in the Sericultural Expert's office has increased still further and the Sericultural Expert has been finding it extremely difficult to arrange for its efficient discharge. Against three heads of account in 1942--43 six budget heads of account have been introduced and the Sericultural Expert is made responsible for an expenditure of over seven lakhs of rupees. Increase of expenditure has led to increase in the volume of work all round, such as accounts, correspondence, periodicals on the progress of various items of work, special reports on new schemes ~~and~~ etc. The fourth Asst. Sericultural Expert recently appointed has no separate office and his office work also devolves on the Sericultural Expert's office.

3. The Sericultural Expert has for sometime been pressing for additional staff for strengthening his office. I have discussed the matter with the Sericultural Expert and am convinced that such strengthening is very necessary and that urgently. I request that Government will be pleased to accord sanction to the employment in the Sericultural Expert's office of the following minimum additional staff:--

2

Y | One Upper division clerk on Rs. 70--100 to relieve the Manager of original drafting work of a miscellaneous nature and to be in charge of stores, stationery, forms etc.,

One Upper division clerk on Rs. 55-70 to work as an Establishment Clerk. | M

Two lower division clerks on Rs. 30--55 to attend to the heavy routine work in the office.

One Attender on Rs. 19--30. - Vide (J) G.O. 4638 Dt 5.12.45 -

X | 4. In my proposals for the introduction of Sericulture in the Ceded and Northern districts, I have asked for an upper division clerk in the Sericultural Experts office-vide my letter No. 478D/44 dated 27/6/45. If this is sanctioned the Upper division clerk on Rs. 55-70 asked for now may be dropped and the rest of the staff sanctioned for a period of one year from the date of appointment, to begin with. | B

DM 13/10 Ds 13/10.

For Director of ~~Industries~~ and Commerce.
13/10/45 -

Ds. 13/10.

To

~~70-100~~

1 Manager
Rs. 150

Existing 2-66
2 U.D. Clerks
55-70

4 L.D. Clerks
1 Typist

Rev. Dept

Memo no. 63455 D/45-2 d 31. 5-46

Sub:- Estt - Industries - Sericulture - Office of Sericultural Expert Kollegal - Additional Staff - Employment - Proposals -

Ref:- From the D. I. & C, No. 6529 D3/45-d/12-10-45 - - -

It is observed that the Sericultural Experts' office has been strengthened from time to time and that the present proposal for the employment of further additional staff to some should be justified by statistics etc. The D. I. & C. is requested to support his proposals in the letter cited, with statistics of the volume of work in the office of the Sericultural Expert from 1943 onward, for the examination by the Govt.

30/5/46

The D. I. & C.
R 25.6.46

4

8/29/6 18/29/6

Memo No 6345-DT/45-3/Adm/28-6 dt 28/6/46

Ltr Gradus Prevailing Official of the Secretariat Kilkeel Additional Staff Employment Proposal.

Ref Govt Memo No 6545-DT/45-2/Adm 31-5-46 Forwarding the Dr is requested to expedite his reply to the memo cited.

R2 27/6/46 29/6/46

To DSC

NIL

29.7.46

5875 6 D1/46
17.8.46

C.F. 32 (a).

Industries & Commerce Department

From (Name) A. Khaleeli Esq., I.C.S.

Designation Director of Industries & Commerce,

Station M A D R A S.

Received Registered

To

The Secretary to Government,
Development Department,
M A D R A S.

Enclosures:

No. 6529-D3/45 dated 14th August 1946.

Sir,

Sub: Establishment-Industries-Sericulture-Office of the Sericultural Expert, Kollegal-Additional staff-Employment-Proposals-Statistics-Submitting.

Ref: Government Memorandum No.62455-D/45-2 Dev., Dated 31-5-1946.

I enclose a copy of a letter from the Sericultural Expert, Kollegal furnishing statistics of the volume of work in his office from 1943 onwards and explaining

Office of the Sericultural Expert,
Kollegal, dated 17th July 1946.

Office of the Director of Industries and
Commerce, Madras, dated 14-8-1946.

....

Copy of letter No. 2205-S/46, dated 17th July 1946, from Sri.A.T. Janakiraman, B.Sc., Sericultural Expert, Kollegal, To the Director of Industries and commerce, Madras.

Sub: Establishment- Industries -Sericultural Section - Sericultural Expert's office - Additional staff- Proposals-
Ref: Director's Endorsement No.P. 3.6529-/45 dated 14th June 1946.

With reference to the Government observations contained in Memo No. 63455-D/46-2, dated 31st May 1946, I beg to submit as follows:-

2. The ministerial staff of the Sericultural Expert's office was only one permanent Lower Division Clerk till 1935. Since then, the following additions were sanctioned in connection with the Schemes noted against each:-

No.	Year.	No. of clerks sanctioned.	Scheme for which sanctioned	Authority.
1.	2.	3.	4.	
1.	1935	2 Lower Division Clerks	Govt. of India Sub Vention Scheme	
2.	1942	1 -do-	Mulberry Expansion Scheme	G.O.No.248, Dev.,dated 21-8-1942.
3.	1943	1 Upper Division Clerk 1 Lower Division Clerk	Cocoon Control Scheme.	G.O.No.1098, Dev.,dated 14-6-1943.
4.	1944	1 Typist	Control of prices for charaka silk	G.O.No.4163 Dev.,dated 21-12-1943.
5.	1944	1 Manager 1Accountant 1 Typist	To cope with the increased work on account of the above	G.O.No.90, Dev.,dated 8-1-1944.
6.	1945	1 Upper Division Clerk	Scheme for development of Sericulture in N. Circars & Ceded Districts.	G.O.No.4838 Dev.,dated 5-12-1945

Total... 10 Posts.

The permanent clerk of the office was however retrenched by Government while sanctioning item No.(5) above.

3. Two posts of Assistant Sericultural Experts, one for Control work and the other for Seed Preparation were sanctioned in April 1943 at the time Mr.Achaya's proceeding on leave preparatory to retirement, but no clerks were sanctioned at the time, as they were expected to share the work of the Sericultural Expert between themselves. But since the appointment of one other personnel as Sericultural Expert in June 1943, the Assistant Sericultural Expert (1) was detached to be in charge of working of the Cocoon Control order

P.T.O.

and Mulverry Expansion till the appointment of a Mulberry Assistant in the end of 1942, and Silk Control orders since them. The Assistant Sericultural Expert (2) continued to be incharge of seed preparationand grainages. An Assistant Sericultural Expert for Mulberry-Research was also sanctioned in April 1945 and the Central Silk Farm, Kollegal, the Government Silk Farm (Thadagani), Lokkanahalli experimental and cellular rearings, researchs, on mulberry ~~xxxxx~~ diseases of silkworms have been placed under him in addition to mulbery ~~xxx~~ expansion work. Since, as stated above, no clerks have been so far sanctioned to work under each of the officers, the clerks, sanctioned for the Schemes, mentioned in para (2) and working in the Sericultural Expert's office had to be allotted to wordk under ~~xx~~ them when work developed. Now, therefore, one Upper Division Clerk sanctioned under Cocoon Control Order was set apart to work under the Assistant Assistant Sericultural Expert (1), one Lower Division Clerk under the ~~Xxx~~ Sub Vention Scheme ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ to work under the Assistant Sericultural Expert (2) and the Lower Division Clerk sanctioned under Mulberry Expansion Scheme to work under the Assistant Sericultural Expert (mulberry Research).
Thus my office is working since April 1945 with the following staff only:-

X 1. Manager, 1 Accountant, 1 Upper Division Clerk,
2. Lower Division Clerks and 2 Typists.

and besides the Manager and Accountant, there are only 3 clerks available to attend to clerical work in my office.

4. At the time I proposed the appointment of a Manager, an Accountant and a Typist for my office in October 1943, a few months after I took charge only the Cocoon Control Scheme this staff was considered sufficient them. But subsequently owing to Government of India's demand for more silk for war purposes and as a corollary to Mulberry Expansion Scheme sanctioned in 1942, -Schemes relating to conservation and development of our own local seed areas, construction of 7 Model Rearing Houses at Hosur, re-organization of Grainages in Kollegal and the establishment of Hill Rearing Station at Coonoor were all found necessary and urjent and got sanctioned in 1944. But no additional clerical staff for my office in consequence to these schemes were sanctioned ~~xxxthe~~ though it was felt by me that work was increasing day by day. I, however, tried to manage with the staff sanctioned for the Central and Sub-Grainages till 1945, but had to surrender them to their legitimate places. While submitting proposals in my letter No. 414-S/45 dated 23-1-1945 for the continuance of the temporary posts of Manager, Accountant and Typist sanctioned in G.O.No. 90, Development dated 8-1-1944, I have explained in full the difficulties felt in the conduct of work in my office and asked for an immediate addition by the sanction of the marginally noted (*) posts:-

1. Upper Division Clerk on Rs. 70-100
2. Upper Division Clerk on Rs. 55-70
2. Lower Division Clerks on Rs. 30-55
1 Attender on Rs. 19-30

but the continuance of the 3 posts sanctioned already alone were sanctioned in G.O.No. 1201, Development, dated 23-3-1945 and this sanction has been further extended for one more year i.e. till 31-3-1947. As this was not giving any solution for the discharge of the heavy work that had developed in my office since 1944, I took an opportunity to discuss the matter with the Director of Industries & Commerce in the middle of 1945 and the Director applied to Government for sanction for the above noted additional staff in his letter No.6529 -D3/45 dated 12-10-1945 and the present Government reference is based on the same. In the meanwhile, Government sanctioned an Upper Division Clerk on Rs. 55-70 while sanctioning the Scheme for Development of Sericulture in Northern Districts in G.O.No. 4878, Development, dated 5-12-1945 against an Upper Division Clerk and an Attender asked for in connection with that Scheme. It will be seen from the fore-going as a matter of fact, my office was not strengthered from time to time, but was given a skeleton staff sufficient for that period for the first time only in 1944, when the

posts of an Upper Division Clerk was sanctioned in December 1945 for the Scheme relating to the Development of Sericulture in Northern Districts. The clerks sanctioned under the Sub-Vention Scheme and Control Schemes have been ear-marked for the offices of the Assistant Sericultural Experts, who are in charge of these schemes and they have to be detached to those offices immediately additional staff for any office is sanctioned, as there is the same difficulty of shortage of clerical office also.

5. I submit below statistics of clerical work involved in my office since 1942-43 upto-date in support of my proposal as required by Government:-

(1)	1942-43 (2)	1943-44 (3)	1944-45 (4)	1945-46 (5)	1946-47 (6)
1. No. of currents received	1,865	3,061	5,207	7,262 (400%)	3,500(6mon ths)
2. No. letters	4,500	4,891	7,262	10,725 (700%)	5,200 -do-
3. No. of contingent bills prepared	258	357	532	840 (300%)	336(3-do
4. No. of vouchers scrutinised& passed.	1,817	4,025	5,955	7,807 (400%)	3,735 -do
5. No. of pay bills prepared	..	....	...	300	152(5-do
6. No. of T.A. bills prepared	...	.....	....	465	146 (5-do
7. No. of Budget heads under which Contingent bills have to be classified	2	3	5	7	9
8. Progress of total Expenditure-Rs	87807	350756	666105	6,03,457 (700%)	81,537/42 months)
9. Progress of total receipts all told	65798	40436	6983014	4,23,714	48,021/(3 months)

6. In this connection, I may state that there are no clerks to attend to important routine work in my office such as (1) stores stationery Forms and Library, which would require the full time of a Lower Division Clerk assited by an Attender to distribute and post entries in the respectinve registers and prepare indents, (2) Records, indexing and despatching which would require another whole-time clerk assisted by an Attender; (3) a miscellaneous such as diaries, fortnightly and monthly reports of grainage work preparation of layings, daily and fortnightly reports of cocoon transactions in the Markets, monthly report of work in the various Silk Farms and other fortnightly reports connected with controls and to help the typists in comparing fair copies(4) correspondence relating to transfers, postings, appointments and leave of the entire staff and maintenance of Service Registers and leave account of about 275 employees in the Section against 64 in 1943 requiring a competent, account qualified Upper Division Clerk and (5) to help the Manager in the day to day correspondence of the office. There are now 12 Silk Farms including Hope Silk Farm and one Eri Farm and 4 Government Grainages inaddition to 30 Aided Grainages against 3 Silk Farms and

P.T.O.

Silk Farms and 10 Aided Grainages under Sub-Vention Scheme in 1942-43 and there are daily routine correspondence with all of them in the Sericultural Expert's and Asst. Sericultural Experts' offices. I have not specially mentioned the obvious items of work in developing departments, such as propaganda exhibitions, training of students, special conferences with sister All-India departments, staff conferences for discussing work done and chalk out future programme and for our Section particularly a Sericultural Development Committee meeting convened often when situations warrant, all of which involve heavy clerical work, as the Director is well aware of.

7. In the foregoing two paragraphs, I have tried to enumerate the various items of clerical work that my office is expected to do to claim efficiency and it could be seen how it is impossible to do all of them with the staff now available in my office. It is, therefore, now found impossible to keep the work/clerical staff available. have to run through the daily routine work in an haphazard way, for want of time to attend to them xxxxxinx systematically even by working overtime almost everday and without availing of holidays impairing their health. I would submit that it will not be possible to continue in this strainfor any length of time. In these circumstances, I humbly beg to request the Director of Industries and Commerce to be pleased to place the whole case before Government and urge them to atleast sanction the additional staff proposed in the Director's letter to Government No. 6529-D3/4 5 dated 12-10-1945 immediately to save the precarious situation developing here.

PSM /15-8-

15.8.46

Pl issue and docket 11/9/46 9/9/46

10946 11/9/46

C.F. 16.

DEW Dept

DRAFT FOR APPROVAL.

	Date.	Initials.
When received for fair copying ..		
When copied ..		
When examined..		
When signed ..		
When despatched.		

SUBJECT :— Est - Industries - Office of the Sericultural Expert, Kollegal - Additional Staff - Sanctioned

READ AGAIN Govt No 4163 dated 2.12.43 19

(A) " Govt No 90 Dev dtd 8.1.44 19

READ ALSO :— Govt No 1201 Dev dtd 23.3.45
Govt No 4838 Dev dtd 5.12.45

No. From the Dy to L.C. 529/43, dated 14.8 19 46

" " " " " 19

" " " " " 19

Order / ~~Resolution~~ Ms. / ~~Rout.~~ No. 3443, dated 10.9.46 19

Sanction is accorded to the employment of the following staff in the office of the Sericultural Expert, Kollegal temporarily for a period of one year from the date of appointment to cope with the increased work in that office :-

(i) One U.D clerk on Rs 55-70 p.m.,
(ii) Two L.D clerks on Rs 30-55 p.m. each,
& (iii) One Attenders on Rs 19-30 p.m.

in the I.I.I D

The Govt Consider that there is no sufficient justification for the employment of an U.D clerk on Rs 70-100 p.m in the office of the Sericultural Expert,

To The Dy to C

13/9

Ack Sajja

the fact that there is a Manager on Rs 100-150 in that office.

thro Fin

SF Ch Asst

5946 5946

APM 5.9.46

6/9/46

New Delhi

Com 6345 Dy/45

NOTE

Sub: Establishment - Districts - Offices of Sericultural Expert, Kollegal - Additional Staff - Proposals.

Ref: From the D.I.Se., No 6523 B3/45 dated 12.11.45.

To A.S.

Ft 1-2 cf

In the letter cited at Ft 1-2 cf, the D.I.Se recommends the employment of the following additional staff for the office of the Sericultural Expert, Kollegal.

Ft 2 cf

(i) One U.D. clerk on Rs 70-100
(ii) one U.D. clerk on Rs 55-70
(iii) Two L.D. clerks on Rs 30-55.
(iv) one Attender on Rs 19-30.

Ft 3-5 cf (3) The Staff of the office of the Sericultural Expert was strengthened only recently vide G.O. No 90 Ms Dev dated 8.1.44. The Govt have also since sanctioned the employment of an U.D. clerk on 55-70 for the office in connection with the Scheme of Expansion of Sericulture in Ceded Districts and Northern Circars. In the light of this recent sanction, the point for consideration is whether the additional items of staff noted at (ii), (iii) and (iv) should be accepted. In view of the decentralised staff noted in para 1 at p 1 cf, the need for additional staff for the Sericultural Expert does not appear justifiable in the absence of statistics in support of it. Perhaps, two lower division clerks and an Attender may be allowed and the clerk on Rs 70-100 sanctioned vide G.O. No 4838 Ms Dev dated 5.12.45, for orders wherein the proposal of the D.I.Se vide (ie items (i), (iii) & (iv) above) will be accepted or wherein it will be accepted as modified at 2 above.

X at Ft 1 of G.O. (3) G.O. 4838 Dev. dt 5.12.45

X vide G.O. (3)

* Staff vide G.O. (3) sanctioned on a consideration of statistics vide (ii) & (iv) above

Director may see the Case for remarks.

Deputy has been sent to Director

19.5.46

Director

Attender may be dispensed with

23/5/46

Proposals for additional staff should be supported by statistics.

Two L.D. Clerks + one attender may be sanctioned

To D.Ag. asked to furnish statistics of the Civil Works & give his proposal for two more U.D. Clerks.

P. 24/5/46

D. (2)

In the absence of statistics of work in the office of the Sericultural Expert, it is not possible to examine the proposal for additional staff. As was proposed by Dev, 2 LDClerks + 1 attender are sanctioned even provisionally it will be found difficult in practice later to abolish them if the statistics do not warrant the demand for extra staff. Even now the Sericultural Expert's office has been strengthened from time to time and there seems to be no special prospect for sanctioning immediately further additional staff without any anticipation of receipt of statistics. Finance may therefore advise that detailed statistics may be obtained in the first instance from 1943 onwards to examine the proposal

24-5-46

SECRETARY TO GOVERNMENT
24 MAY 1946
FINANCE DEPARTMENT

30158 EP

I fear Finance must insist on this. It will not take much time

25/5/46

25/5/46

Dear Sir,

Govt. No. 30158 E II-1
25.5.46.

UNDER SECRETARY
28 MAY 1946
DEVELOPMENT DEPARTMENT

34383 D/46

Dev Dept

To A.S.

The proposal in this file is to sanction additional staff consisting of two U.D. clerks, two L.D. clerks and one attender for the office of the Sericultural Dept. The proposal has not been supported with statistics. This dept. therefore recommended the sanction of two L.D. clerks & one attender immediately & propose to ask the D. of F. to support his proposal for the employment of the two U.D. clerks with statistics. Fin. do not agree to this but desire to obtain statistics in support of the whole proposal before sanctioning

× 'A' on p. 1 of
'A' on p. 2 of
× 'A' on p. 1-c
Secys. name
'Z' & front
+ 'I' above

any staff. In view of 'M' on p 2 above, the D.I.G. may perhaps be asked to support his proposal with statistics. Salary & orders, a draft memo to the D.I.G. is submitted below for approval.

30/5/46

Issue Immediate Memo No 63455 DJ/45-2 dtd 31.5.46 from the Dy Ir Lr No 6529. A3/45 dtd 14.5.46 to IS

Please see Dy Ir's reply at pp 5-10 C/F in the memo at p 3 C/F.

2. It will be seen from para 5 of the Sericultural Expert's note at pp 7-10 C/F, that work in the Sericultural Section is continuously on the increase since 1942-43 onwards. The office of the Sericultural Expert has been working with the following staff since April 1945:-

1 Manager
1 Accountant
1 Upper Division Clerk
2 Lower Division Clerks
& 2 Typists

X on p 1 C/F

The D.I.G's recommendation is that the S.E's office should be further strengthened by the employment of the following additional staff — 1 3

A on p 2 C/F

A { one U.D. clerk on Rs 100-150 p.m.
Two L.D. clerks on Rs 30-55 per each
one Attender on Rs 19-30 p.m.

The item of U.D. Clerk on Rs 80-10 mentioned at M on p 2 C/F is not taken into account in the additional staff mentioned above in view of the remarks of the D.I.G. at A above on R 80-10

X on p 2 C/F. An U.D. clerk for the S.E's office has already been sanctioned in G.O. No 4838 M/S dated 5.12.45.

Prima facie, the Dept supports the proposal for the immediate appointment of Two lower division clerks.

Secy's note at A on p 1-2 above

and are Attender. This Deptt wanted Statistics in support of even the reduced limit of additional staff in his report at ~~P~~ 5 of. duly supported by the Statistics furnished by the Sericultural Expert, the D.D.E. reiterate his proposals for the additional staff noted at A on p 3 above.

It is submitted that, in view of the fact that there is a Manager for the office, the case for an U.D. clerk on Rs 70-10 in a mofussil office does not appear tenable and that a post of U.D. clerk on Rs 55-70 (wished) may perhaps suffice. Subject to Orders on this point, the proposal of the D.D.E. may agree be supported in this deptt and the case sent to Finance Deptt for further remarks, with ref. to their note on p 2 above. For orders.

Yr 2 p 8 cf

B

by subsb

Asst 23.8.46

by subsb

Finance may see for remarks

Secretary

A.C.

DW-HO-6345J

A1/46-6

26 Aug 46

(Precis Finance note on page 2 above) Finance (E II).

Please see the statistics of clerical work in Sericultural Expert's office given on page 9 c/f. It will be observed that since 1943-44 there is an enormous increase in the number of currents received and the number of letters sent out. The existing staff of the SE's office is as follows:-

ASSISTANT SECRETARY 4635-9 27 AUG 1946 FINANCE DEPARTMENT

1. Manager
1 Accountant
1 UD Clerk
2 LD Clerks
2 Typists

} X p 8 cf

7262/365 × 1/3

The Sericultural Expert has reported that besides the Manager and the Accountant there are only 3 clerks (1 UD clerk and 2 LD clerks) to attend to all the clerical work in his office. In the circumstances, Deptt have recommended that the undermentioned additional staff may be sanctioned:-

Y p 8 cf

1	UD clerk	(Rs 55-70)	
2	LD Clerks	(Rs 30-55)	cf A p 3 above & B above
1	Attender	(Rs 19-30)	

	bs.e	18
Lascars	9 4 2	36
1 Attdt	25 c	16
	175·0 +	70
	Rs 245/-	
	i.e. 2940/-	

The extra cost involved works out to Rs 2940/- per annum

2/ It is submitted that Finance may agree

25/6.9

agree to the employment of the additional staff recommended by Development.

CO 28.8.46.

31.8.46 DEW

Home Secy
20.46359 E II.1
31.8.46.

Development Dept

60001/DI/46
3 9 46
I.U.US

Notes from the bottom of p2 above may be perused. A draft order is submitted for approval

HD 5.9.46 VOR 5.9.46

The draft order below may issue.

HDM 5.9.46 S.

Re draft order Gaffkins to Argent. May issue.

Examined.

H.M.(24.) W 6.9.46

8

P.W. 9/9/46

Issued as GONV 3443 Def 10.9.46

Clerk VOR